Attachments & Corrections

Attaching Documentation

1. To attach supporting documentation (timesheets, expense receipts, etc.), click "Create Document" and then click on the "Misc. Info" tab. The attachment specific buttons will appear on the right side of the page.

2. Click on the icon next to the "Attachments" drop down box.

3. Click on the "Browse" button on the Attachments page. Select the file you wish to attach.

4. Click on the "Open" button.

5. Click "Continue". Your attachment will appear in the "Attachments" drop down box. Multiple attachments can be associated with a document, with the file size of EACH attachment not exceeding 2 MB. Click on the "Header" tab to return to the invoice. Click the "Submit" button.

Corrections before Submission

1. If after reviewing the invoice information you notice an inaccuracy, click "Return". This will take you back to the data capture screen to make revisions.

2. Once the information is correct, click "Create Document" then "Submit" on the "Header" tab. The invoice has now been submitted to the Requiring Activity for inspection/ acceptance.

3. If additional invoices or receiving reports are to be created, choose "Return".

Training & Information

WAWF Production Site

https://wawf.eb.mil

Web-Based Training Site

http://www.wawftraining.com

WAWF Practice Site

https://wawftraining.eb.mil

Navy WAWF Assistance Line

1-800-559-WAWF (9293)

Navy WAWF Quick References

http://acquisition.navy.mil/
navyaos/content/view/full/3521

DISA Ogden Help Desk

1-866-618-5988

cscassig@csd.disa.mil

W A W F
Q u i c k   R e f e r e n c e

Creating a
Cost Voucher

Creating a Cost Voucher (CV)

Getting Started

1. Go to the WAWF Production site at https://wawf.eb.mil

2. Click on Logon, type your user ID and Password and click "Submit".

3. Click the "Vendor" link on the left side of the screen.

4. Click on the sub-link "Create New Document".

5. Type in contract number and delivery order number (if applicable).

Note: Cost Vouchers should bear the complete contract number in the Contract Number block. Include both the DoD Small Business Administration (SBA) contract number if the contract was issued by SBA.

6. Select the CAGE Code for your company from the drop down box and click continue.

Note: If the contract data for the contract number is not available in EDA, contact your contracting office.

7. Enter the Pay DoDAAC and click "Continue".

8. Click on the radio button for "Cost Voucher" or check the "Template" box to create the invoice from a previous invoice. Click "Continue".

Note: For the "Template" function, please verify the information that is pre-populated. For Final Cost Vouchers select " Final" from the drop-down box.

Routing Information

9. Complete the mandatory fields (designated by an asterisk) for the following roles:

- Issue DoDAAC (may default)
- Admin DoDAAC (may default)
- DCAA Auditor DoDAAC
- Service Approver DoDAAC (This is a DCMA Do-DAAC for DCMA administered contracts)
- LPO DoDAAC (required if paid by ONE PAY Do-DAAC—DoDAAC begins with "N")

Note: Routing Codes are in the contract, if not, contact the contracting officer.

Create New Document

* = Required Fields, Date = YYYY/MM/DD

| Contract Number | Delivery Order | CAGE Code / Ext. | Pay DoDAAC |
| N0000106F0987 | 09YY8 | | N68688 |

| Issue Date | IssueBy DoDAAC | Admin DoDAAC * | DCAA Auditor DoDAAC * / Ext. |

| Service Approver * / Ext. | LPO DoDAAC * / Ext. |

Pre-Population

10. To populate the Invoice Line Item Tab with information directly from the contract, click the "Populate CLINs" button below the Routing Information.

11. Click the Contract Line Item, or CLIN, you would like to invoice and click "Continue".

Header Tab

12. Type voucher number and date (YYYY/MM/DD).

Note: For MOCAS payments, the BVN voucher number begins with BVN, 1 alphanumeric and 3 numeric characters. Final CVs must have a "Z" at the end of the voucher number.

If Using Pre-Population

13. Click the "Line Item" tab at the top of the page. Under "Line Item Details" heading, click the icon under "Actions" to verify that all information is correct or to fill any empty required fields.

14. If all information is correct, and all required fields are completed, click the "Save CLIN/SLIN" button at the bottom of the screen.

If Line Item Tab NOT Pre-Populated

13. Click the "Line Item" tab at the top of the page. Under "Line Item Details" heading, click the icon under "Actions" to add a line item.

Add CLIN/SLIN

* = Required Fields

| Item No. * | Stock Part No. * | Type * | | Qty. Shipped * | Unit * | Unit Price * |

| SDN | ACRN | Amount |
| | | $ 0.00 |

Description *

14. Type the item number (e.g. 0001 or 0001AA).

15. Type the "stock part number", and select the part type from the "type" drop down menu.

16. For the "Quantity Invoiced" type the total number of items.

17. Type "LO" for Lots, "EA" for each, or "S1" for semesters in the Unit. For additional Units of Measure, please refer to the "Display Units of Measure Table" link on the left side of the page.

18. Enter the unit price.

IF PAID BY	THEN
MOCAS	Enter SDN & ACRN
STARS ONE PAY	Leave SDN & ACRN Blank

19. Click the "Save CLIN/SLIN" button. If there are additional line items to add, click the icon under "Actions" to add another CLIN/SLIN. Repeat this step for each line item.

Note: To enter transportation charges (I260), submit this amount as CLIN: 9999, with Stock Number of: NONE, Stock Number Type of: VP, Quantity of: 1, Unit of Measure as: EA, Unit Price: with the correct amount, and Description as: Transportation.

Discounts Tab (Optional)

20. Click on the "Discounts" tab if you are offering a discount for payment earlier than the term of your contract. Complete the requested data fields, click the "Save Discount" button".

Document Level Discount Terms:

Discount Percentage	Due Days	Actions
Discount Amount	Discount Date	Actions
Net Days		Actions

Comments Tab (Optional)

21. Click the "Comments" tab if you would like to add a comment.

Misc. Amounts Tab (Optional)

22. If your contract states miscellaneous amounts (e.g. taxes), please enter them here.

Submitting the Cost Voucher

23. Click the "Header" tab to return to the data capture screen.

24. Click "Create Document". This will allow you an opportunity to review the invoice and attach any documentation (see instructions on the back) or make corrections prior to "Submitting" the invoice.